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# COVID-19 Planned Response and Preparedness Policy

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Approved: 09/2020

The purpose of this policy is to create guidelines that will protect employees and the public, reduce the spread of disease, and protect people at higher risk for complications while continuing to maintain critical operations.

## 1.0 Key Business Functions

The city will put in place measures to protect employees and the public, reduce the spread of disease among staff, and maintain critical operations. Protocols outlined in this document are subject to change as needed, as conditions change, and in accordance with CDC guidelines, Federal and State regulations.

If a government shutdown becomes necessary, essential employees will be required to work at their assigned workplaces, from home or in their vehicles so that critical government services can still be provided. An essential employee performs an essential function ("Essential Function") as defined by Arizona Governor Executive Order 2020-12 Section (3) as it may be amended and those which may be defined by emergency proclamation of the Mayor or by action of the City Council.

### 1.1 Impact on City Services

- a. Department heads should be prepared to backfill positions if employees are absent. They will also ensure lines of communication are available for all critical staff.
- b. All employees are subject to be called back to work during a government shutdown, depending on need and circumstances.

### 1.2 While city facilities remain closed to the public, management will ensure to minimize the number of employees physically working in facilities at one time. Department heads will work to create staggering shift schedules for staff. Telework is encouraged when possible.

- a. While teleworking all employees are expected to check-in periodically with their direct supervisor.
- b. Employees are expected to respond to city business calls/emails/text messages and remain available to come into the office when requested during telework hours.

## 2.0 Priority Designations and Phased Re-opening

The City of San Luis is using the following priority designations and definition to categorize all city functions and services:

- a. **Priority 1 Services – Public Safety and Security**

Immediate threats to public health and/or safety. Activities that must remain uninterrupted. Generally, these would be departments and divisions that operate 24 hours a day. These services include but are not limited to: 9-1-1 call-center, water and wastewater, fire suppression, law enforcement, court personnel, park personnel that provide admission, maintenance and operation of park facilities, facilities, IT and cyber security, and emergency medical services are designated Priority 1 Services.

b. ***Priority 2 Services – Essential and Core Services***

Activities that can be disrupted temporarily, or may be periodic in nature, but must be re- established within a few days. For example, mixed refuse collection, processing payroll, payment to vendors, and benefit payments to individuals would generally be considered Priority 2 Services. Economic impact and chaos may develop if services are not delivered after a few days.

c. ***Priority 3 Services – Necessary Services***

Activities required by law or rule and can be suspended by executive order or emergency declaration. Activities that can be disrupted temporarily (a few days or weeks), but must be re- established sometime before the pandemic wave is over (less than 6 weeks). For example, license renewals would be considered Priority 3 Service.

d. ***Priority 4 Services – Deferrable Services***

Inconvenient but recoverable after several weeks without it. Services that can be suspended during an emergency and are not required by law or rule. Activities that can be deferred for the duration of a COVID-19 emergency. For example, educational programs, training, and general maintenance programs would generally be considered Priority 4 Services.

## **2.1 Advanced Planning**

- a. Staff should be informed of their priority designation and expectations. Employees may be required to work on different priorities due to a pandemic. All city departments and offices must categorize their functions and services accordingly. After completing categorization, departments must communicate this information to employees.
- b. Departments shall identify the conditions that activate the plan. For example, the Mayor has proclaimed an emergency; or although a city emergency has not been proclaimed, a Department Head has received authority from the Mayor to activate the plan because the COVID19 pandemic has had a negative impact on the business continuity of his or her department.
- c. Departments shall predetermine primary personnel for each of the priority areas and the minimum number of staff necessary to perform the functions. Departments should identify secondary personnel that have the skills and abilities to perform other functions. Such personnel may be:
  - Employees in the same classification series as those who normally perform the function.
  - Employees who have previously performed the work and are currently employed elsewhere in organizations within the city.
  - Employees who can be trained either in advance of the need or on-the-job when the need arises.

- d. Departments should identify other personnel who may be available to perform the priority functions. It may be helpful for departments to develop a pool of personnel to call upon. Such personnel may include retired employees, former employees, temporary workers, and contract workers.
- e. Each department shall predetermine the payroll function as a Priority 2 function and shall have a plan of succession and cross training for the payroll function. There should be at least two employees; one of whom may include the payroll accountant, who are trained to perform the payroll function.

## 2.2 Phased Re-opening

- a. The city will follow the phased approach as described in the joint White House, CDC guidelines as may be amended, and additional gating criteria as determined by the State of Arizona, the Yuma County Health District, or the city. The phases start with the first strictest infection control to the least infection controls. Yuma County Health District and ADHS provide data for the below gating criteria.
- b. If the gating criteria are met, then restriction are loosened as the city would move on to the next phase.
- c. If the indicators of illness in Yuma County go up for a 14-day period or the hospital capacity goes down or both, then depending upon the severity of the conditions, management will go back to an earlier phase and tighten the infection controls or shut down except for essential functions.

Symptoms	Cases	Hospitals
Downward trajectory of influenza-like illnesses reported in a 14-day period.  AND Downward trajectory of COVID-19 like syndromic cases reported within a 14-day period.	Downward trajectory of documented cases within a 14-day period.  OR Downward trajectory of positive tests as a percent of total tests with a 14-day period (flat or increasing volume of test)	Treat all patient without crisis care.  AND Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

## 3.0 Infection Control Measures

### 3.1 Pre-Screening

- a. During the COVID-19 pandemic every employee will be required to assess their symptoms and take their temperature prior to beginning their workday, at their respective places of work. Each workplace will have a designated employee entrance with sanitary station with thermometer to check for fever.
- b. Employees will be responsible for self-monitoring and temperature readings without assistance. If an employee is feeling sick or experiencing COVID-19 symptoms, they shall immediately be separated from other employees, customers and the public with directions to go home. If tele-work is feasible, the supervisor may require the employee to work from home.
- c. At any time, an employee who has had symptoms or signs of COVID-19 within the last 14 days, or has received a positive result of a diagnostic test

- for COVID-19 within the last 14 days, the employee shall communicate the information to the supervisor and human resources as soon as possible and follow the reporting protocol document.
- d. Accommodations will be made for employees who are members of a vulnerable population. For purposes of this policy, this includes elderly individuals and those with serious underlying health conditions, as outlined in CDC guidelines.
  - e. All employees shall be vigilant in making and keeping the workplaces healthy and safe. Management shall allow employees time and resources to implement this policy. Workers shall report health and safety concerns to management. If they are uncomfortable reporting to their direct supervisor, they may report to the Department Head, HR Director, Risk Manager, or the City Attorney.

### **3.2 Employee Precautions**

- a. The city is committed to providing safe and healthy workplaces for our most important assets, our employees, and to protecting the health and safety of the public we serve. Since COVID-19 is highly contagious from person to person, employees and public are ultimately responsible for taking precautions to protect their own health and safety.
- b. Employees shall wear a face covering or appropriate PPE at all times; unless working alone at their work stations without high risk of airborne hazards and which have physical barriers of more than 6-feet from the next work station or driving alone in a vehicle while on duty.
  - a. The city shall follow HR procedures for reasonable accommodations for those who have a disability that prevents use of a surgical mask. A cloth face covering or face shield may be reasonable alternatives.
- c. Employees shall practice social distancing of at least 6 feet in the workplace whenever possible, including wearing a face covering, as work duties permit.
- d. Employees shall not congregate in break rooms, lunch rooms, or meeting rooms which cannot adhere to a 6-8 foot social distancing requirements.
- e. Employees shall prioritize the use of electronic means of communication. If absolutely necessary to meet in person, limit meetings to no more than 10 individuals.
- f. Employees shall greet others without physical touch (handshakes) and will frequently wash hands and practice sanitary measures including regularly disinfecting frequently touched objects, surfaces, equipment (i.e. workstations, keyboards, and telephones) and vehicles.
- g. Employees shall follow City Council Order No. 2020-12 to obtain City Manager permission for essential business travel and adhere to CDC guidelines regarding isolation following travel where maintaining 6-foot distances was not possible. Evaluate whether increased use of technology

and video conferencing may be substituted for in-person meetings to avoid business travel.

- h. Where appropriate, employees will limit internal or external customers, and the public's access to the worksite, or restrict access to only certain workplace areas.

### **3.4 Precautions for the Public**

Members of the public and visitors to workplaces will be required to:

- a. Refrain from entering any city facility if they are experiencing symptoms of COVID-19.
- b. Have at a minimum a cloth covering of their nose and mouth before entering any city facilities, as required by law in San Luis.
  - a. All members of the public who refuse to wear face covering will be denied entrance or be asked to leave by a peace officer.
- c. Maintain a 6-foot distance from others while on site.
- d. Follow all posted signage regarding flow of traffic through facilities.
- e. The city shall provide sanitation supplies in conference area and hand sanitizer will be made easily accessible in public areas where feasible

## **4.0 Notices**

Failure to comply with any of the requirements set forth in this policy may result in disciplinary action up to and including dismissal.

City's Right to Waive or Amend: When it is deemed in the best interest of the City to do so, the City Manager or designee may waive or amend any portion of this policy not in conflict with the Personnel Rules, Arizona State or Federal law.